

Policy Type: Governing Process

Policy Title: Governing Style

The board will govern with an emphasis on (1) outward vision rather than internal preoccupation, (2) collective rather than individual decisions, (3) encouragement of diversity in viewpoints, (4) strategic leadership more than administrative detail, (5) clear distinction of board and director roles, (6) future rather than past or present, and (7) proactivity rather than reactivity.

Accordingly,

1. The board only speaks as one, only formal decisions (at a board meeting with a motion) of the board acting as a body are binding.
2. The board will cultivate a sense of group responsibility. The board, not the staff, will be responsible for excellence in governing. The board will be the initiator of policy, not merely a reactor to staff initiatives. The board will use the expertise of individual members to enhance the ability of the board as a body rather than to substitute individual judgments for the board's values. The board will allow no officer, individual, or committee of the board to hinder or be an excuse for not fulfilling board commitments.
3. The board will direct, control, and inspire The Ranches Academy through the careful establishment of broad written policies reflecting the board's values and perspectives about ends to be achieved and means to be avoided. The board's major policy focus will be on the intended long-term effects outside the organization, not on the administrative or programmatic means of attaining those effects.
4. The board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability. Continual board development will include orientation of new board members in the board's governance process and periodic board discussion of process improvement.
5. The board will monitor and discuss the board's process and performance. Self-monitoring will include comparison of board activity and discipline to policies.

Method

Frequency

How

Executive Limitations

Teacher Retention Bonus Policy

External

Yearly

Each Director will fill out Internal Monitoring Report

Treatment of Students

External External

Twice a year Twice a year

Each Director will fill out Internal Monitoring Report

A survey will be sent out to Lakeview Academy Families

Treatment of Staff

External External

Twice a year Twice a year

Each Director will fill out Internal Monitoring Report

A survey will be sent out to Lakeview Academy Employees

Emergency Director Succession

External

Yearly

Each Director will fill out Internal Monitoring Report

Communication and Support to the Board

External Internal

Yearly Yearly

Each Director will fill out Internal Monitoring Report

Assigned Board Member will fill out an Internal Monitoring Report

Charter focus of Grants

External

Direct Inspection

Yearly Yearly

Each Director will fill out Internal Monitoring Report

Assigned Board Member will Inspect Grants and then report to the board (Internal Monitoring Report can be used)

Governance Process

Consent Agenda Policy

Internal

Yearly

Assigned Board Member fills out Internal Monitoring Report

Governing Style

Internal

Every meeting

A Board Member (rotating) Fill out Board Meeting Monitoring Report Form

Board Job Description

Internal

Yearly

Assigned Board Member fills out Internal Monitoring Report

Cost of Governance

Internal External

Yearly Yearly

Assigned Board Member fills out Internal Monitoring Report

Part of Professional Audit

Governance- Management Relationship

Board Meeting Participation Policy

Internal

Yearly

Assigned Board Member fills out Internal Monitoring Report

Required Policies

Library Policies

External

Yearly

Librarian will fill out Internal Monitoring Report

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Grouping Policies

External

Yearly

Educational Coordinator will fill out Internal Monitoring Report

Student Portfolios

External

Yearly

Educational Coordinator will fill out Internal Monitoring Report

Instructional Materials and Library Disuse Policy

External

Yearly

Each Director will fill out Internal Monitoring Report

Fee Wavers Policy

External External

Yearly Yearly

Office Manager will fill out Internal Monitoring Report

Part of Professional audit

Computer Acceptable Use Policy

External

Yearly

Computer Administrator will fill out Internal Monitoring Report

Capitalizing and Depreciating ... Policy

Internal External

Yearly Yearly

Treasure will fill out Internal Monitoring Report

Part of Professional audit

Lottery and Enrollment Policy

Internal External

Yearly Yearly

Assigned Board Member will fill out Internal Monitoring Report

Office Manager will fill out Internal Monitoring Report

Employee Harassment Policy

External

Yearly

Each Director will fill out Internal Monitoring Report

Election Policy

Internal

Yearly

Assigned Board Member will fill out Internal Monitoring Report

Benefits and Leave Policy

External

Yearly

Each Director and the Business Manager will fill out Internal Monitoring Report

Volunteer Policy

Internal External External

Yearly Yearly

Twice a year

Assigned Board Member will fill out Internal Monitoring Report Volunteer Coordinator will fill out Internal Monitoring Report

A survey will be sent out to Lakeview Academy Families and Employees

Discipline Policy

External

Twice a year

Each Director will fill out Internal Monitoring Report

Standardized Dress Code Policy

External

Yearly

Each Director will fill out Internal Monitoring Report

Extra Curricular Policy

Internal

Yearly

Assigned Board Member will fill out Internal Monitoring Report

Extra Curricular Participation Policy

Internal

Yearly

Assigned Board Member will fill out Internal Monitoring Report

Purchase Policy

Internal

Yearly

Treasure will fill out Internal Monitoring Report